

RULES OF PROCEDURE: **LOCAL EMERGENCY MANAGEMENT PLANNING COMMITTEE:**

SECTION I : PURPOSE:

These Rules of Procedure describe the duties and methods of operation of the Local Emergency Management Planning Committee.

The Windham Local Emergency Management Planning Committee is responsible for preparing and coordinating the emergency responses for any type of emergency situation which would require the utilization of most or all of the community's resources, and could potentially necessitate a request for additional assistance from State and/or Federal sources.

SECTION II : ORGANIZATION:

A) MEMBERSHIP:

The Board of Selectmen, as directed by RSA 107-c, shall appoint an Emergency Management Director and a Deputy Director. Windham's Committee is composed of the elected officials, town employees, and contracted service persons as follows:

1. Chairman, Board of Selectmen
2. Town Administrator
3. Director of Planning and Development
4. Emergency Management Director
5. Fire Chief (Deputy EMD)
6. Health Officer
7. Road Agent or designee
8. Police Chief or designee
9. Superintendent of Schools or designee
10. Solid Waste Facility Manager
11. Town Clerk
12. Town Treasurer
13. Town Attorney

In addition, the Committee is staffed by a group of volunteers having expertise in specialized fields. A list of current volunteers is contained in Attachment "A".

There are no set terms for Committee members.

B) RESPONSIBILITIES OF MEMBERS:

1. During times of emergency, acting under the authority of the Chairman of the Board of Selectmen, or his/her designee, individual members of the

Committee are empowered to act as permitted by Windham's Emergency Management Plan.

2. All members shall make every effort to attend each scheduled meeting.
3. Members of the Committee have authority only when acting as a Committee legally in session, except as outlined in item #1 above. The Committee shall not be bound by any action or statement any individual Committee members, except when such statement or action is pursuant to instructions from the Committee, or when performing their duties during an emergency.

C) RESPONSIBILITIES OF OFFICERS:

1. EMERGENCY MANAGEMENT DIRECTOR: Appointed by the Board of Selectmen, and serving terms at their pleasure, the Director's duties are as follows:
 - a) To preside at all meetings of the Committee, and perform all duties required by law.
 - b) To open the session at the time at which the Committee is to meet by calling the members to order.
 - c) To announce the business before the Committee in the order in which it is to be acted upon.
 - d) To recognize members entitled to the floor.
 - e) To state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings, and to announce the result of the vote.
 - f) To protect the Committee from annoyance.
 - g) To assist in expediting all business in every way compatible with the rights of the members by:
 - 1) Allowing remarks when non-debatable motions are pending.
 - 2) Calling a recess to permit restoration of order or clarification of an obscure point if s/he thinks it advisable.
 - 3) Guiding the members when engaged in a debate to stay within the rules of order.
 - 4) Ensuring on all occasions the observance of order and decorum among the members.
2. DEPUTY EMERGENCY MANAGEMENT DIRECTOR: Appointed by the Board of Selectmen, and serving terms at their pleasure, the Deputy Director shall, in the absence of the Director, preside and assume all duties and responsibilities of the Director.

3. SECRETARY: The Secretary, appointed by a majority vote of the Committee and serving terms at their pleasure, shall perform the following duties:
 - a) It is the duty of the Secretary to keep a roll of members, and to call the roll when required. Said Secretary shall also record the essentials, call the “minutes” of the proceedings as follows:
 - 1) The kind of meeting - regular, special, work session, or recessed.
 - 2) Time and place of meeting.
 - 3) The presence/absence of Committee members.
 - 4) Whether the minutes of the previous meeting were approved or amended.
 - 5) A brief, written record of the general topics discussed.
 - 6) All main motions and points of order and appeals, and whether sustained, lost, or withdrawn.
 - 7) Record of any votes by the Committee, including names of those Committee members opposed if not unanimous.
 - 8) The hour of adjournment.
 - b) Said Secretary shall file an official copy of the records in the Selectmen’s Office, and open the records to inspection by any person at reasonable times.

SECTION III : OPERATION:

A) MEETINGS:

1. ORGANIZATIONAL MEETINGS: An organizational meeting to appoint a secretary shall be held in accordance with II, C, 1. The Committee may adopt the previous Committee’s policies and procedures, subject to amendment as provided in these Rules of Procedure. The Committee shall establish a schedule of meetings to handle administrative and/or other matters for the upcoming year.
2. REGULAR MEETINGS: A more formalized meeting of the Committee, generally conducted in accordance with the order of the ‘Agenda’ contained herein.
3. WORKSHOP MEETINGS: A less formalized meeting of the full Committee or a sub-group of the Committee, generally conducted for the purpose of providing Committee members with a more detailed understanding of a limited number of issues, to permit discussion of issues in greater depth, or to work on improving the content of the Plan.

4. NON-PUBLIC MEETINGS: A meeting of the Committee held for issues in accordance with RSA 91-A:3.
5. SPECIAL MEETINGS: May be called by the Emergency Management Director in accordance with RSA 91-A:2, II, or upon demand of three (3) members of the Committee. The EMD shall notify each member in accordance with RSA 91-A:2, ii.

B) SCHEDULE OF MEETINGS:

1. The Daytime Committee shall meet on the second Friday of each month from 10:00 am to 12:00 noon.
2. The Volunteers shall meet on the first Thursday of each month from 7:00 pm to 9:00 pm.

If there is no business for the Committees to act upon, it becomes the Director's responsibility to notify each member of that the meeting is canceled.

A) CONDUCT OF MEETINGS: Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, "Robert Rules of Order" shall serve as a guideline with a vote of the Committee being the final deciding authority.

B) RECORDING OF VOTES: Votes shall be by a show of hands or roll call. The vote of each member present shall be recorded. No action shall be re-considered at a subsequent meeting in the same calendar year, except by a majority vote of the members present and voting.

C) REQUESTS FOR INFORMATION: Should it become apparent to an individual Committee member that additional information relative to a specific item may be needed for Committee use at the next regularly scheduled meeting, a request for this information may be submitted to the Director.

Any information provided to any individual Committee member shall be provided to the rest of the Committee and shall note the origin of the request.

SECTION IV : RULES OF ORDER:

A) QUORUM: A quorum shall consist of seven (7) members of the Committee.

B) AGENDA: A suggested agenda is provided below:

1. Call to order.
2. Approval of minutes of previous meeting.
3. Scheduled agenda items.
4. New business.
5. Old business.

6. Adjournment.

- a) A motion for adjournment will not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

Persons, including Committee members, wishing to place an item on the agenda must notify the Director by the agenda setting deadline which is one week before the date of the meeting.

Only bonafied emergencies may be placed on the agenda for discussion at the meeting after the deadline has passed.

SECTION V : AMENDMENT PROCEDURE:

An amendment to these Rules of Procedure may be moved at a Committee meeting, but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Town Administrator for inclusion in the Town's records.

SECTION VI : EFFECTIVE DATE:

These Rules of Procedure shall take effect immediately following a majority vote of the Local Emergency Management Planning Committee at a regularly scheduled Committee meeting.

Adopted by Local Emergency Management Planning Committee – April 10, 1998.

Douglass L. Barker
Emergency Management Director

Henry Lipe, III
Deputy Emergency Management Director

Re-codified and affirmed by the Board of Selectmen - May 11, 1998

Charles E. McMahon
Douglass L. Barker
Carolyn B. Webber
Margaret M. Crisler
Galen A. Stearns
Board of Selectmen

ATTACHMENT "A"
VOLUNTEER LISTING

- ∇ Dr. James Bulen - Volunteer (trauma and triage experience)
- ∇ James Robinton - Volunteer (computer eng., communications experience)
- ∇ Richard Nadeau - Volunteer (risk management background)
- ∇ Dr. Joseph Sabato - Volunteer (Dir/Em. Svcs., Parkland Medical Ctr)
- ∇ Renee Santerre - Volunteer (facilitator TQM, medical tech background)
- ∇ Willard Wallace - Volunteer (retired deputy fire chief)